Approved For Release 2006/05/15 : CIA-RDP80-00679A000300060035-1

ADMINISTRATIVE - INTERNAL USE ONLY

4 February 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-60-10

SUBJECT : Processing of Requests for Information under the Freedom of Information Act and Executive Order 11652

STATINTL REFERENCE: HN [redacted] dtd 13 Jan 75

1. The Freedom of Information Act (FOIA) and Executive Order 11652 enable the public to request records maintained by the CIA or the DCI in pursuance of federal law, for the transaction of public business, for preservation as evidence of the organization, its functions, policies, decisions, procedures, or for information. These records include all books, papers, maps, photographs, and other documentary materials regardless of their physical form or characteristics. Constraints and exemptions from disclosure are specifically authorized under criteria established by the Act and the Executive Order.

2. On 19 February 1975 amendments to the FOIA take effect which facilitate public access to Government documents and impose strict procedural and legal requirements on Government departments and agencies. These requirements include extremely short statutory deadlines for processing both initial requests and appeals. The amendments also include provisions for far-reaching judicial review of decisions to withhold documents from the public.

STATINTL 3. Referent Notice, HN [redacted] announces the establishment of the Information Review Staff of the Office of the Deputy Director for Administration (IRS/DDA) to provide a centralized point within the Agency to receive and coordinate FOIA and Executive Order requests. To insure prompt response within the Office of Personnel, the focal point for FOIA matters will be the FOIA Coordinator (FOIA/OP). FOIA communications from the IRS/DDA will be delivered to the FOIA/OP for prompt action and response by the appropriate element in the Office of Personnel. Since by law the Agency must determine within 10 working days whether to grant or deny a request, and respond within 20 working days to an administrative denial, it is essential that FOIA communications delivered to an OP component be processed expeditiously.

ADMINISTRATIVE - INTERNAL USE ONLY

MORI/CDF

Approved For Release 2006/05/15 : CIA-RDP80-00679A000300060035-1

Approved For Release 2006/05/15 : CIA-RDP80-00679A000300060035-1

4. Employees within the Office of Personnel receiving written communications believed to be an apparent or intended request under the FOIA or Executive Order should alert the FOIA/OP Coordinator immediately and arrange for prompt transmission of the communication.

STATINTL STATOTHR

5. [redacted] is designated the FOIA Coordinator and

STATOTHR can be reached on extension [redacted]. [redacted] is designated STATINTL

as alternate FOIA/OP Coordinator and can be contacted on extension [redacted] Material for the FOIA Coordinator should be delivered to Room 5 E 58, Headquarters.

STATOTHR

[redacted] STATINTL

F. W. M. Janney
Director of Personnel

OPM 1-75

Approved For Release 2006/05/15 : CIA-RDP80-00679A000300060035-1